
Deductions Due To Indebtedness Window

The screenshot shows a software window titled "Deductions Due To Indebtedness". It features a standard menu bar with "File", "Edit", "View", "Window", and "Help". Below the menu bar is a toolbar with icons for file operations and help. The main area of the window is a form with various input fields for employee and deduction information. The fields are organized into sections: employee identification (Dept/Agcy, POI, SSN), pay period details (Effective Pay Period, Pay Period Year), employee name (Last, First, Middle), transaction details (Transaction Code, Type Deduction Code, Receipt Account Number), balance and deduction amounts (Balance, Deduction Per Pay Period, Deduction Amount), payer information (Name, Address, City, State, Zip Code), benefit information (-BENEFIT, Type Account, Account Number, Routing Number), payment identification, and status code. At the bottom of the window, there are three buttons: "90-49-2894", "11:53:58", and "NEW".

Figure 1. Deductions Due To Indebtedness Window

Dept/Agcy

Type the applicable department/agency code. The first two positions are the department code, and the second two positions are the agency code. For a list of department and/or agency codes, go to www.nfc.usda.gov and click the **Pubs & Forms** icon.

POI

Type the agency's 4-position Personnel Office Identifier.

SSN

Type the indebted employee's 9-digit social security number.

Effective Pay Period

Type the pay period number of the pay period in which to begin the deductions.

Pay Period Year

Type the 4-digit year that corresponds to the pay period in which to begin the deductions.

Name: Last

Type the last name of the employee.

First

Type the first name of the employee.

Middle

Type the middle name of the employee.

Transaction Code

Click the down arrow to select the applicable type of transaction. Valid values are **New**, **Change**, and **Delete**.

Type Deduction Code

Type the applicable code to indicate the deduction type. Valid values are:
30-Bankruptcy, 33-Education Loan, 40-IRS 2159 Payroll Deduction, 50-Commercial Garnishment (which includes state or local tax levies), **57-Travel Credit Cards-Other Than Agriculture Agencies, 90-Other Departmental Debt, 94-Military Service For CSRS, and 96-Military Service For FERS.**

Receipt Account Number

Type the receipt account number for the garnishment in the following format:

| Position | Data |
|-----------------|---|
| 1-3 | 000 (3 zeroes) |
| 4-5 | Type Deduction Code (e.g., 30 (Bankruptcy)). |
| 6-12 | Agency assigned sequential number. NOTE: In the garnishment is for a state or local tax levy, type ST or LO in positions 11-12. |

Balance

Type the balance of the money owed in dollars and cents. If **30** is entered in the type deduction code field, type **999,999.00** in this field.

Deduction Per Pay Period

The type of deduction (amount or percent) to be made each pay period.
NOTE: You must complete either the deduction amount field or the Percent field. You cannot complete both fields.

Deduction Amount

If the garnishment is based on an amount per pay period, type the amount in dollars and cents. **NOTE:** If data is entered in the percent field, this field is left blank.

OR

Percent

If the garnishment is based on a percent each pay period, type the applicable percentage. **NOTE:** If data is entered in the deduction amount field, this field is left blank.

Payee Information

If a check is being issued for the debt payment, complete the name, address, city, state, and zip code fields. **NOTE:** If the debt payment is to be sent to a financial institution through direct deposit (DD)/electronic funds transfer (EFT) **do not** complete the name, address, city, state, and zip code fields.

Name

Type the name of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

Address

Type the street address of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

City

Type the city of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

State

Type the 2-position alpha state abbreviation of the entity to whom the debt is to be paid. This field is only to be completed if a check is being mailed.

Zip Code

Type the zip code of the entity to whom the debt is to be paid. The first five positions of the field are the zip code, and the last four positions are the zip+4 code. This field is only to be completed if a check is being mailed.

DD/EFT

If the debt payment is to be sent to a financial institution through DD/EFT, complete the type account, account number, and routing number fields. **NOTE:** If a check is being issued for the debt payment, **do not** complete the type account, account number, and routing number fields.

Type Account

Type the applicable code for the type of account for the entity receiving payment if the payment is being made through DD/EFT. Valid values are **C** (checking) and **S** (savings). This field is only to be completed if the payment is being made by DD/EFT.

Account Number

Type the account number for the entity receiving payment if the payment is being made through DD/EFT. This field is only to be completed if the payment is being made by DD/EFT.

Routing Number

Type the routing number for the financial institution of the entity receiving payment if the payment is being made through DD/EFT. This field is only to be completed if the payment is being made by DD/EFT.

Payment Identification

Type any applicable payment information in this field.

Status Code

Type the code that indicates the disposition of a document. Valid values are **H** (hold), **I** (incomplete), **R** (release), **S** (severance), and **W** (waiting). For a complete list and explanation of the status codes, see the **Status Codes Table** in the EPIC procedure.